



# CIITS: School & District Reports

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# Agenda

- 1. School & District Data Overview**
- 2. Report Bank**
- 3. Pre-Formatted Reports**
- 4. Custom Reports**
- 5. Analysis Spreadsheets**
- 6. Student Performance**
- 7. Publishing Reports to School & District Banks**
- 8. Publishing Reports to Student Performance**





# School & District Data

**1. Access** depends on your roles and permissions within CIITS

**2. Leadership & Specialist** can view **Student & Aggregate Level Data**

**3. Analyst** can view **Aggregate Level Data**

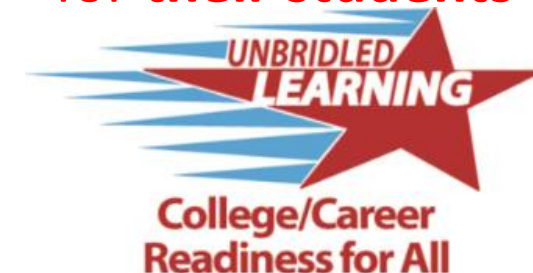
**4. Teachers** can view **Student & Aggregate Level Data**

**5. All Roles** have access to School and District Level **Aggregate Data**

**6. District level** - access to **all Student Level Data** within **all schools**

**7. School level** - access to **Student Level Data** within **schools assigned**

**8. Teachers** - access to **Student Level Data** for **their students**





# School & District Reports

Users with **Leadership, Specialist, Analyst & Teacher** roles have access to **School & District Data** in CIITS  
Scroll over the School & District Data tab to see the different report options available

The screenshot shows the 'School & District Data' tab selected, which has opened a dropdown menu. The menu contains three main sections:

- Benchmark Tests**: Annotated with a red box and text: *Benchmark Tests – allow the user to run reports for school and district interim assessments that were created, assigned and taken in CIITS*. Below this is a 'Report Bank' section with a 'Benchmark Reports' sub-section containing links for 'Standards Mastery', 'Standards By School', 'Overall Performance', and 'Item Analysis'.
- Report Builder**: Contains 'Pre-Formatted Reports' and 'Custom Reports'. The 'Course / Section Lists' option is highlighted with a red box and annotated with: *Course/Section Lists – allow the user to run reports for students enrolled in specific courses and/or sections (by teacher)*. A sub-note states: *\*Teachers will see a list of their courses to choose from*.
- My Reports**: Contains a 'Saved Reports' section, highlighted with a red box and annotated with: *Saved Reports – reports a user has created and saved*. Below this is a search form titled 'Find courses / sections that match these multiple criteria:' with dropdown menus for School Year (2014-2015), School Type, School, Grade Level, Department, Course, and Teacher. At the bottom are 'View at' (Course Level selected, Section Level unselected) and 'Enrollment' (Current enrollment selected, All students enrolled in year unselected) options, along with a 'Go' button.

[QRC: School & District Data Module Overview](#)





# Report Bank

Access the Report Bank → Roll cursor over **School & District Data** click on **Report Bank**

**School & District Data**  
Reports and Indicators

**Classrooms**  
Standards and Instructional Materials

**Assessment Admin**  
Create & Monitor

**Educator Development**  
Goals, Performance, PD

**School & District Data**

**Dashboard**  
Key facts and figures about your students, school, and district

**Report Builder**  
Create views of data that meet specific needs

**Pre-Formatted Reports**

**Custom Reports**

**Course / Section Lists**

**Report Bank**

**Institution** Boyle County

**Filter By** ☐ View All ☒ Category ☐ Top Report

**Search**  **Go**

*Depending on your roles and permissions you may choose to view District Level (County) Reports or Select a specific school to view School Level Reports*



# Report Bank

Report Bank → Available Categories

+ College and Career Ready Reports

+ DEA Reports

+ EXPLORE/PLAN/ACT Reports

+ GAP Diagnostic Reports - Elem & Middle Schools

+ GAP Diagnostic Reports - High Schools

+ Gifted & Talented Reports

+ Kindergarten Reports

+ KPREP End-of-Course Reports

+ KPREP/ALT-KPREP Reports

+ Limited English Proficiency Reports

+ MAP Reports

+ Star Reports

+ Student Growth Reports

+ Students with Disabilities Reports

+ Uncategorized

Click on Plus Sign to Drill Down and view available Reports

STAR Reports

\*STAR Early Literacy by Race Reporting Category

For Schools: 2015-2016 Stacked Bar Chart with...

more

\*STAR Mathematics Analysis

For Schools: 2015-2016 Student Detailed Analysis...

more

\*STAR Reading Analysis

For Schools: 2015-2016 Student Detailed Analysis...

more

\*STAR Reading by Race Reporting Category

For Schools: 2015-2016 Stacked Bar Chart with...

more

**Example:**  
**Updated 2015-2016**  
**STAR Reports with the**  
**NEW STAR Reading**  
**Analysis Report per**  
**district request**

*\* Most updated reports on top*

May be additional Reports in Uncategorized





# Report Bank Samples

[Resource: Report Bank Samples](#)

Report Bank Samples → \*STAR Reading Analysis

Student Name ▾	School ▾	Grade ▾	August Raw Score ▾	August Scaled Score ▾	September Raw Score ▾	September Scaled Score ▾	October Raw Score ▾	October Scaled Score ▾	November Raw Score ▾	November Scaled Score ▾	December Raw Score ▾	December Scaled Score ▾	January Raw Score ▾	January Scaled Score ▾	February Raw Score ▾	February Scaled Score ▾
		08					1.1948	494	0.7819	452	3.4723	902	1.4144	520		
		03			1.3970	518					2.5439	688				

For questions and concerns regarding these reports please contact  
[kdeciitsmailbox@education.ky.gov](mailto:kdeciitsmailbox@education.ky.gov)



Improved  
Schools & Districts



# Report Bank

# QUESTIONS ?







# Pre-Formatted Reports

Access Pre-formatted Reports → Roll cursor over **School & District Data** click on **Pre-Formatted Reports**

The screenshot shows a navigation menu with four main categories: School & District Data Reports and Indicators, Classrooms Standards and Instructional Materials, Assessment Admin Create & Monitor, and Educator Development Goals, Performance, PD. The 'School & District Data Reports and Indicators' category is expanded, showing a sub-menu with three sections: Dashboard (Key facts and figures about your students, school, and district), Report Builder (Create views of data that suit your specific needs), and My Reports Saved Reports. The 'Report Builder' section is further expanded, showing 'Pre-Formatted Reports' (highlighted with a red box), 'Custom Reports', and 'Course / Section Lists'. A red arrow points from the 'School & District Data' header to the 'Pre-Formatted Reports' option.

**School & District Data Reports and Indicators**

- School & District Data**
- Dashboard**  
Key facts and figures about your students, school, and district  
Benchmark Tests  
Report Bank
- Report Builder**  
Create views of data that suit your specific needs  
**Pre-Formatted Reports**  
Custom Reports  
Course / Section Lists
- My Reports**  
Saved Reports



## Standardized Assessment Reports

- [Standardized Assessment Performance](#)  
This report analyzes student performance on standardized tests.

## Benchmark Test Reports

- [Benchmark Performance by Standard](#)  
This report analyzes student performance on district benchmark assessments by standard.
- [Benchmark Performance by Subject](#)  
This report analyzes student performance on district benchmark assessments by subject.
- [Benchmark Test Item Analysis - New Format](#)  
This report analyzes how students answered each question of a benchmark test. The report supports gridable-type test questions.
- [Benchmark Test - Score Group Analysis](#)  
This report analyzes how students performed on one benchmark test. Results are grouped by score group for a teacher within a specific school

## Demographic Reports

- [Demographic Overview](#)  
This report provides a summary analysis of student demographic data according to gender, ethnicity, and grade.
- [Disciplinary Infractions](#)  
This report analyzes student discipline by infraction data.

## Interventions Reports

- [Students by Intervention](#)  
This report analyzes student enrollment in interventions. Active and Closed intervention plans are counted.

# Pre-Formatted Reports

## Pre-Formatted Reports Available

Click on name of report → Choose Report Parameters

### 1. Which students do you want to report on?

School Type	-- All School Types --	▼
School	-- All Schools --	▼
Grade Level	-- All Grade Levels --	▼

**"Test Year" will determine which "Test Name" options are available (depending if data has been loaded to CIITS)**

### 2. Which standardized test data do you want to use?

Test Year	2014-2015	▼
Test Name	MAP	▼
Test Level	-- All Test Levels --	▼
Test Instance	-- All Test Instances --	▼
Subject/Section	-- All Subject/Sections --	▼
Sub-Section	-- Overall --	▼

### 3. Which enrollment dates do you want to use?

<input checked="" type="radio"/> Current Enrollment	
<input type="radio"/> Total Enrollment	
All students enrolled in	-- All School Years --
<input type="radio"/> Range	
Start date	mm/dd/yyyy
End date	mm/dd/yyyy

Want to search on one day? Set the start and end date as the same day.

#### Chart style

- ☒ Table  
☐ Graph

#### Paging

☐ Divide this report into multiple views, one for each

School Type	▼
-------------	---

Run Report

**Current Enrollment (students enrolled at the point in time when you run the report)**  
**Total Enrollment for a year (all students enrolled during that school year)**





# Pre-Formatted Reports

**Pre-formatted Report for MAP:**  
Aggregated 2014-2015 MAP Data for an  
entire District

**Recommended Reports → Student Growth Reports**  
**My Reports → Any Reports You Have Created & Saved**  
**Advanced → Create Your Own Report From Scratch**

Note: Only students you have permission to view are displayed.

Student 1 - 50 of 625

< Prev. 50

Next 50 >

Mouse, Mickey :



Create a report with this Student Set  
Select a report below.

Recommended

My Reports

Advanced

Save Report

Create PDF File

Export to Excel

Options to Save, Create  
PDF or Export to Excel

Data Selections (edit)

Institution(s): All School Types, All Schools

Grade: All Grade Levels

School Year: 2014-2015

Test Type: MAP Level All Test Levels

Test Instance: All Test Instances

Section: All Subject/Sections: Overall

Enrollment: Total for 2014-2015

Parameters for Report  
(click edit to change the  
parameters)

Click on any number within the table to drill  
down and view a student listing for that group  
(only available for leadership, specialist and teacher)

## Standardized Test Performance Report - Single Year

		High (67-100)	Average (34-66)	Low (1-33)	Total Unique
Reading	Reading	625	842	733	2,198
Language Usage		398	596	549	1,543
Mathematics		431	885	885	2,200
Total Unique		837	1,379	1,088	

## Total Student Population

97	98	99	KG	01	02	03	04	05	06	07	08	09	10	11	12	14	Total Unique
2	26	59	212	241	231	200	197	193	231	206	215	270	251	258	200	1	2,988

QRC: Creating Pre-Formatted Reports

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# Pre-Formatted Reports

# QUESTIONS ?





# Custom Reports

Access Custom Reports → Roll cursor over **School & District Data** click on **Custom Reports**

The screenshot shows a navigation menu with four main categories: 'School & District Data Reports and Indicators', 'Classrooms Standards and Instructional Materials', 'Assessment Admin Create & Monitor', and 'Educator Development Goals, Performance, PD'. The 'School & District Data Reports and Indicators' category is expanded, showing a sub-menu with three sections: 'Dashboard' (Key facts and figures about your students, school, and district), 'Report Builder' (Create views of data that suit your specific needs), and 'My Reports Saved Reports'. The 'Report Builder' section is further expanded, showing 'Pre-Formatted Reports' and 'Custom Reports' (highlighted with a red box). The 'Dashboard' section includes 'Benchmark Tests' and 'Report Bank'. The 'Report Builder' section also includes 'Course / Section Lists'.

**School & District Data Reports and Indicators**

- Dashboard**  
Key facts and figures about your students, school, and district  
Benchmark Tests  
Report Bank
- Report Builder**  
Create views of data that suit your specific needs  
Pre-Formatted Reports  
**Custom Reports**  
Course / Section Lists
- My Reports Saved Reports**





# Custom Reports

Custom Reports or Analysis Spreadsheets start with a **Student Set**

Start building your Custom Report or Analysis Spreadsheet

- **Define Student Set**

Create a Student Set to use in your custom report.

- **Build a Custom Report With All Students**

Build your custom report with all available students.

- **Choose a Saved Student Set**

Build your custom report with a Saved Student Set

- **Course / Section Lists**

Find courses and sections. Run reports on the students enrolled in those courses and sections

## Define Student Set

Student Set: 5,049 Students

Save Student Set

You have selected all students in all years.  
No filters have been defined.

### Filter(s) Created

Filter 1

No filter defined

### Create Filter 1

– Select Filter Type –  
Course/Section  
Course/Section Enrollment  
Enrollment  
Demographic Data  
Programs  
Benchmark Tests by Standard  
Benchmark Tests by Subject  
Standardized Assessments  
Attendance & Discipline Totals  
Discipline: Number of Responses  
Discipline: Number of Infractions  
Benchmark Item Analysis

Cancel

Apply Filter

After defining each filter click **Apply Filter** (student set numbers will update after applying a filter)

After defining your student set choose one of the following options

### Finished defining?

With this student set I would like to...

- ☒ Build Custom Report
- ☐ Continue to Analysis Spreadsheet
- ☐ Run with Saved Report

Click Go

Go

Custom Report – Aggregate  
Analysis Spreadsheet –  
Student Listing / Columns

**\*Student Set – is NOT the Data you want on the report, but the set of students you want to be used for the data**

Watch this number to determine how many students are in your current set

Create the filters needed to define your student set



# Custom Reports

## Custom Reports (Aggregate)

Standardized Assessment

School Enrollment

Program Enrollment

Course/Section Enrollment

Attendance & Discipline Totals

Number of Disciplinary Infractions

Number of Disciplinary Responses

*Choose your data*

Go to Viewing Options

View Options

Table

Pie Chart

Vertical Bar Graph

Vertical Stacked Bar Graph

Line Graph

Horizontal Bar Graph

Horizontal Stacked Bar Graph

*Choose your viewing option*

Run Report

[QRC: Creating Custom Reports](#)

*Run your report*

## Analysis Spreadsheet (Student Listing / Columns)

Define Column 1

Analyze By:

- Select One -

Attendance

Benchmark

Schl & Program Enrollment

Standardized Assessments

Student Demographics

Disciplinary Infraction

Add Column

Finished Defining?

Preview Spreadsheet

Export to Excel

Save to My Saved Reports

*Add up to 26 columns*

*Choose how you would like to view your spreadsheet, or you can save and use later*





# Why Analysis Spreadsheets in CIITS?

- Student data in one location
- Easier to create CIITS Analysis Spreadsheets than IC Ad Hoc Reports
- Easily publish to Leadership, Analysts, & Teachers
- Contextualized by school and teacher
- Export into Excel for further data manipulation



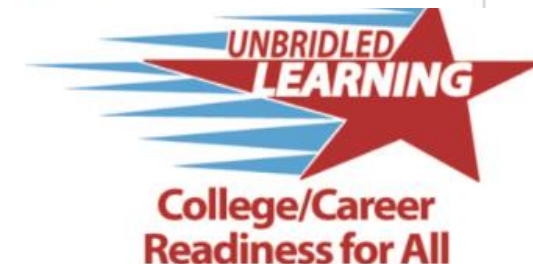


# Building an Analysis Spreadsheet

## CIITS Analysis Spreadsheet Planning

- Plan out the report columns beforehand
- Who do you want in your analysis spreadsheet? (*student set*)
- What data do you want and how do you want it displayed?

6th Grade Math		
1	SSID	
2	School	
3	Grade	
4	KPREP	Math Performance Category
5	KPREP	Math Scale Score
6	KPREP	Math Growth Percentile
7	MAP	Previous Spring Math RIT
8	MAP	Previous Spring Math Percentile
9	MAP	Fall Math RIT
10	MAP	Fall Math Percentile
11	MAP	Winter Math RIT
12	MAP	Winter Math Percentile
13	MAP	Spring Math RIT
14	MAP	Spring Math Percentile



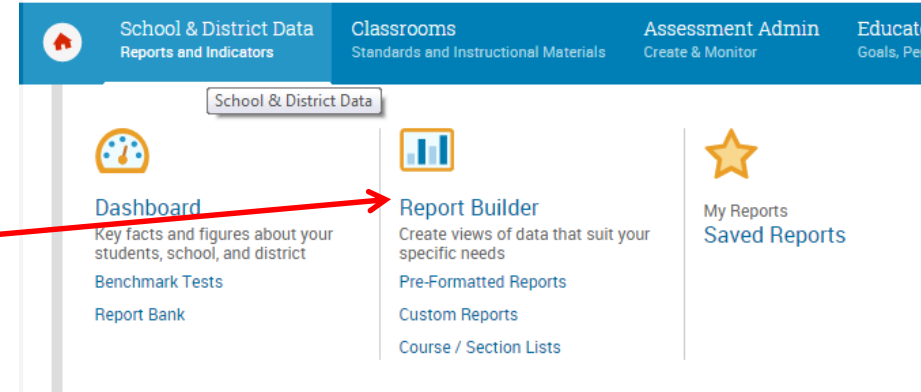




# Building the Spreadsheet

- School & District Data
- **Report Builder**
- **Build a Custom Report**
- **Build a Student Set**

***Build a Student Set** – allow the user to create a filtered list of students (grade level, race, gender, etc.)*



## Report Builder

### Build a Pre-Formatted Report

Click a report link to run one of the below reports.

#### Standardized Assessment Reports

- ▶ Standardized Assessment Performance

#### Benchmark Test Reports

- ▶ Benchmark Performance by Standard
- ▶ Benchmark Performance by Subject
- ▶ Benchmark Test Item Analysis - New Format
- ▶ Benchmark Test - Score Group Analysis

#### Demographic Reports

- ▶ Demographic Overview
- ▶ Disciplinary Infractions

### Build a Custom Report

Create your own report by selecting student report criteria.

- ▶ Start by building a Student Set
- ▶ Build a custom report with all students

### Course / Section Lists

Find courses and sections and run reports on the students enrolled in them.

### Define Student Set

Create Student Sets to use in Custom Reports, combine with Saved Report, or for use batch printing Student Profiles.







# Define Student Set

## Define Student Set

Student Set: 22,699 Students

[Save Student Set](#)

You have selected all students in all years.  
No filters have been defined.

### Filter(s) Created

Filter 1  
No filter defined

### Create Filter 1

- Select Filter Type --
- Select Filter Type --
- Course/Section
  - Course/Section Enrollment
  - Enrollment
  - Demographic Data
  - Programs
  - Benchmark Tests by Standard
  - Benchmark Tests by Subject
  - Standardized Assessments
  - Attendance & Discipline Totals
  - Discipline: Number of Responses
  - Discipline: Number of Infractions
  - Benchmark Item Analysis

### Finished defining?

With this student set I would like to...

- ☒ Build Custom Report
- ☐ Continue to Analysis Spreadsheet
- ☐ Run with Saved Report

Go

**Tip – if you want to save your student filter, select Save Student Set.**

- Select your **Filter**
  - Course/Section Enrollment
    - School Type, School, Grade
  - Demographic Data
    - Gender, Race, etc.
- After designing the filters, select **Continue to Analysis Spreadsheet, then Go.**



# Build the Spreadsheet

- Using your planning document to begin building your columns.
  - School Years – most recent or specify the school year
  - Columns can NOT be renumbered or moved. Plan ahead carefully.
    - If you want column renumbering please use the CIITS Suggestion Box
- As you build your Spreadsheet use Preview Spreadsheet to check data

## Analysis Spreadsheet: Select Columns

☐ **Student Set:** 11,469 Students ([edit](#))

**Columns:** now defining...

Note that only students you have permission to view, if any, are displayed.

Filter 1: Course/Section Enrollment  
School Type: Elementary

Select one or more columns for your spreadsheet. Your columns are shown below.

Column(s) Selected  
Column 1  
None Selected

➔ Define Column 1

Analyze By: 

-- Select One --

Finished Defining?

Preview Spreadsheet

Export to Excel

Save to My Saved Reports



# Save Columns

Tools: Export to Excel **Save Columns**

+ Student Set: 1,056 Students (edit)

Columns: 14 Columns Defined

+ Column Details Edit Columns

Note that only students you have permission to view, if any, are displayed.

- To Save the Analysis Spreadsheet Columns, select Save Columns.
- Enter a Report Name and Description.
  - If this will be published to teachers, select Report Parameters only, otherwise select Complete Report.
- Category, Grade Range, and Subject are optional.

## Save Report

\* Required fields

General attributes

\*Name:

\*Description: (Maximum 260 characters)

Note: The description you enter will also appear on any printed versions of this report.

\*Save as: ☒ Complete Report (Parameters + Student Set) ☐ Report Parameters only

Organizers

Category:

Grade range:  to

Subject:



# Export to Excel

Tools:

Export to Excel

Save Columns

- Analysis Spreadsheet data is limited to 50 students at a time. To view all students, Export the spreadsheet to Excel.
  - Data is more easily manipulated in Excel.

Excel

CIITS

Student Name *	Student ID	2014-2015: Enrollment School	2014-2015: Grade Level	K-PREP: Level Any; Date : Any; Section: On-Demand Writing; Year: Most Recent; Value: Performance Scale Score; :	EXPLORE: Level Any; Date : Any; Section: Reading; Year: Most Recent; Value: Scale Score; :	EXPLORE: Level Any; Date : Any; Section: English; Year: Most Recent; Value: Scale Score; :	PLAN: Level Any; Date : Any; Section: Reading; Year: Most Recent; Value: Scale Score; :	PLAN: Level Any; Date : Any; Section: Reading; Year: Most Recent; Value: Scale Norm; :	PLAN: Level Any; Date : Any; Section: English; Year: Most Recent; Value: Scale National Norm; :	PLAN: Level Any; Date : Any; Section: English; Year: Most Recent; Value: Scale National Norm; RIT; :	MAP: Level Any; Date : 2/15/2014; Section: Reading; Year: 2013-2014; Value: National Norm; RIT; :	MAP: Level Any; Date : 4/15/2014; Section: Reading; Year: 2013-2014; Value: National Norm; RIT; :	
					EXPLORE: Level Any; Date : Any; Section: English; Year: Most Recent; Value: Scale Score; :	PLAN: Level Any; Date : Any; Section: Reading; Year: Most Recent; Value: Scale Norm; :	PLAN: Level Any; Date : Any; Section: English; Year: Most Recent; Value: Scale National Norm; :	MAP: Level Any; Date : 2/15/2014; Section: Reading; Year: 2013-2014; Value: National Norm; RIT; :	MAP: Level Any; Date : 4/15/2014; Section: Reading; Year: 2013-2014; Value: National Norm; RIT; :				
ASHCRAFT, MARK	887293335	Lafayette High School	09	Proficient	17	19					250	97	246
ASHER, LISA	887637730	Lafayette High School	09	Proficient	21	23					246	94	252
ASHLEY, KARLA	887352517	Lafayette High School	12	Apprentice	17	17					235	80	240

	A	B	C	D	E	F	G
	Student Name	Student ID	2014-2015: Enrollment School	2014-2015: Grade Level	K-PREP: Level Any; Date : Any; Section: On-Demand Writing; Year: Most Recent; Value: Performance Level; :	EXPLORE: Level Any; Date : Any; Section: Reading; Year: Most Recent; Value: Scale Score; :	EXPLORE: Level Any; Date : Any; Section: English; Year: Most Recent; Value: Scale Score; :
1							
2	Ashcraft, Mark	897293335	Lafayette High School	9	Proficient	17	19
3	Asher, Lisa	887637730	Lafayette High School	9	Proficient	21	23
4	Ashley, Karla	887352517	Lafayette High School	12	Apprentice	17	17

# Improved Schools & Districts



# Accessing Published Analysis Spreadsheets

## CIITS Analysis Spreadsheets: Locating, Running, & Exporting For Administrators, Specialists, & Teachers

Hover over Classrooms on the blue bar.

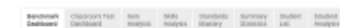
Select Student Performance.



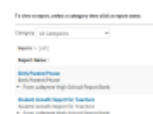
Using the Section Chooser drop-down menu, select the course you want data reported.



Select the Student Analysis tab.



Select the name of the report you want to view.



Select:

Export to Excel – to download the report to Excel

All Students – to view the report for all students who have been enrolled in the course during the term. The report default of Currently Enrolled Students displays only students currently enrolled in the course.

Student Growth Report for Teachers

« Back to Report List

Tools: Export to Excel

Note that only students you have permission to view, if any, are displayed.

Currently Enrolled Students All Students

Created by Ed Bonhaus for The Kenton County School District  
February, 2015

## Student Performance

## CIITS Analysis Spreadsheets: Locating, Running, & Exporting For School & District Leadership, Specialist, & Teachers

Hover over School & District Data on the blue bar.

Select Report Bank.



Scroll down to the report categories and select the + next to the category you want to open. MOST district reports will be located in Uncategorized.

Students with Disabilities Reports

Uncategorized

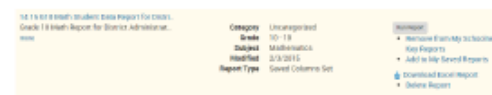
Locate the report you want to view.

Select

Run Report – to run the report in CIITS. You can then Export to Excel on the next screen.

Add to My Saved Reports – to save the report in your saved reports area.

Download Excel Report – to immediately send the report to Excel.



If you select Run Report, you can select Export to Excel after previewing the report.

TIP: The larger the export, the longer the Export process will take.

## 14 15 G10 Math Student District Administrator

Tools: Export to Excel Save Columns

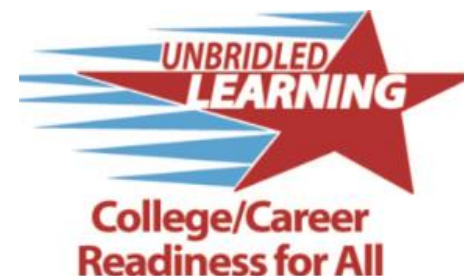
If you select Add to My Saved Reports, you will be able to access the reports in School & District Data, Saved Reports.



Created by Ed Bonhaus for The Kenton County School District  
February, 2015

## School & District Data

These directions are  
available on the KySTE  
app.





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# Custom Reports

# QUESTIONS ?





# Student Performance

**Leadership, Specialist & Teacher** roles have access to **Student Performance** in CIITS  
Scroll over the **Classrooms** tab and click on **Student Performance**

The screenshot shows the CIITS interface. At the top, there is a blue navigation bar with four tabs: a home icon, "School & District Data Reports and Indicators", "Classrooms Standards and Instructional Materials", and "Assessments Create". A red arrow points from the "Classrooms" tab to the "Student Performance" option in the main content area. The "Student Performance" option is highlighted with a red rectangular border and includes a bar chart icon. Below it, the text "Student Performance" is followed by "Analyze by test, standard, section and skill". To the right of this, there are two other options: "Student Groups" with a group of people icon and the description "For differentiated instruction", and "Student Workspaces" with a workspace icon and the description "Manage and comment on authentic student work".

Classrooms

**Student Performance**  
Analyze by test, standard, section and skill

**Student Groups**  
For differentiated instruction

**Student Workspaces**  
Manage and comment on authentic student work





# Student Performance

Choose the **Section** to view student performance  
(order will vary based on your roles and permissions)

Choose the  
School

Choose the  
Section or  
All Sections

May choose Prior year data

Choose  
the  
Teacher

## Student Performance

### Section Chooser

Junction City Elementary School

SMITH, JOHN

PHYSICAL EDUCATION - All Sections

Past Years' Sections ▾

Past Years' Sections ▾

2014-2015 Current

2013-2014

2012-2013

Benchmark

Classroom Test

Item

Skills

Standards

Summary  
Statistics

Student  
List

Student  
Analysis

To view a report, select a category then click a report name.

Category All Categories ▾

Reports 1 - 1 of 1

Report Name ▾

Last Modified ▾

Category ▾

**Student Growth Report For Teachers (2013-2014)**

2/12/2015

Student Growth Reports

Student Growth Report for Teachers

• From Junction City Elementary School Report Bank

Advanced: Create your own report

Analysis Spreadsheets (Column Sets) published  
to Student Performance are located here

Click to create an Analysis Spreadsheet (set  
of columns) to go with this list of students

Click on the Student  
Analysis Tab

Currently Enrolled Students

All Students

Note: If you are trying to run a report for a section that has not yet started  
choose "All Students" since students are not currently enrolled in that section

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# Student Performance

# QUESTIONS ?





# Publishing Reports

Leadership can publish reports to the District or School Bank

## Steps to Publishing Reports (To District or School Bank)

1. Create Custom Report

Custom Reports

Run Report

2. Run Report or view Spreadsheet

Finished Defining?

Preview Spreadsheet

3. Save Report or Columns

Save Report

Save Columns

Student Set: 4,14

4. Fill out all \*Required Fields

5. Choose Complete Report

6. Save Report

Cancel

Save Report

## Save Report

\* Required fields

General attributes

\*Name:

\*Description:  
(Maximum 260  
characters)

Note: The description you enter will also appear on any printed versions of this report.

\*Save as:

☒ Complete Report (Parameters + Student Set)

☐ Report Parameters only

Organizers

Category:

Uncategorized

Grade range:

to

Subject:



# Publishing Reports

## Steps to Publishing Reports (**To District or School Bank**) Cont.

7. Go to Saved Reports



My Reports  
Saved Reports

8. Click Publish next to the report you want to publish

Run Report

• Delete Report  
• Publish

*You can only publish to 1 bank at a time. If you wish to publish to both, run the report, resave it and publish it to the other bank.*

9. Choose to Publish to District (county) or All School Banks

Select Recipient Report Bank(s)

Publish to ☒ Boyle County Report Bank ☐ All School Banks

10. Choose the Users you want to have access to the report

Select Security Options

Select All Unselect All

- ☒ Teacher
- ☒ Leadership
- ☐ Employee
- ☒ Specialist
- ☒ Analyst

11. Publish Report

Cancel

Publish Report

**Remember the following:**  
*Leadership, Specialist & Teachers can view  
Aggregate & Student Level Data  
Analyst can only view Aggregate Data*

# Publishing Reports

Leadership can publish reports to **Student Performance**

## Steps to Publishing Reports (**To Student Performance**)

1. Create Custom Report → **Custom Reports**  
*Click "Define a Student Set", but don't worry about defining it*

2. Continue to Analysis Spreadsheet and Click Go

3. Define the Columns

4. Go to Spreadsheet or Preview Spreadsheet

5. Save Columns

6. Fill out all \*Required Fields & Choose "Report Parameters Only"

7. Save Report

*You can only publish Analysis Spreadsheets to Student Performance*

# Publishing Reports

## Steps to Publishing Reports (To Student Performance) Cont.

[QRC:  
Publishing  
Reports](#)

8. Go to Saved Reports



My Reports  
Saved Reports

Run Report

• Delete Report  
• Publish

9. Click Publish next to the report you want to publish

10. Choose to Publish to All School Banks

☐ District Banks ☒ All School Banks

11. Choose Users

Select Security Options

Select All Unselect All

☒ Teacher  
☒ Leadership  
☐ Employee  
☒ Specialist

12. Click Publish Report

Cancel Publish Report

**Remember the following:**

*Leadership, Specialist & Teachers can find and run these reports by going to Student Performance and the Student Analysis Tab*

Improved  
Schools & Districts



# Publishing Reports

# QUESTIONS ?





# School & District Reports

For Questions regarding Running,  
Creating & Publishing Reports in CIITS  
please contact

[KDECIITSMailbox@education.ky.gov](mailto:KDECIITSMailbox@education.ky.gov)

